

**FACULTY AGREEMENT**

**Between**

**The Faculty of Arts**

**at**

**Nelson Mandela Metropolitan University**



**Nelson Mandela  
Metropolitan  
University**

*for tomorrow*

*Port Elizabeth & George - South Africa*

**AND**

**The Department of Architecture, Construction and Conservation**

**at**

**Università Iuav di Venezia**

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**V**

**Università Iuav  
di Venezia**

To enhance the educational programs in their respective departments and to develop a program of academic and intercultural interchange, the Department of Architecture, Construction and Conservation at Università Iuav di Venezia (hereafter referred to as "IUAV") and the Faculty of Arts at Nelson Mandela Metropolitan University in Port Elizabeth, South Africa, (hereafter referred to as "NMMU") agree to establish the following reciprocal and mutually benefiting agreement, facilitating exchange of students, faculty and staff with a larger involvement in the international community for both of their Institutional constituencies.

**The Institutions agree on the following terms:**

**A. GENERAL TERMS OF AGREEMENT**

1. The purpose of this agreement is for NMMU and IUAV to:
  - a. Establish programs for student study at each University which may take the form of a Student Exchange or a Fee-Paying Study Abroad program,
  - b. Faculty / Staff Exchange Program,
  - c. Other Cooperative Initiatives

Students will participate in full-time study, faculty will teach and/or conduct research, staff or administrators will participate in short-term cultural and administrative training at the host university.

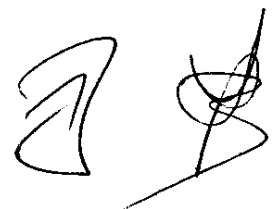
Student exchange will be on a one-to-one basis, insofar as possible. The number of students will not necessarily be balanced in any given year but should be approximately equal over a two year period. The circumstances of the student's stay (semester or year program) should also be considered in the balance and equal in the accounting. If the exchange numbers are imbalanced after the second year, the students will come as exchange students paying local module fees.

Participation in the exchange does not guarantee later admission as a regular student at the host institution nor does it establish residence.

Both universities will provide assistance to all students, faculty and staff in obtaining appropriate visas and other government documents.

**2. DEFINITIONS**

2.1 In this agreement unless the content shall otherwise imply, "exchange" shall mean a one-for-one exchange of students from each University, "students" shall mean full-time, non-degree students participating in the exchange implemented herein, fee-paying study abroad students



refers to students who do not fall under the exchange arrangements as such, but who will, nevertheless be officially sent by the home university and who will receive appropriate support as stipulated below from the host institution, "Home University" shall mean the University at which a student seeks a degree and intends to graduate and "Host University" shall mean the University which has agreed to receive students from the Home University.

2.2 Academic year in the context of IUAV means the academic year commencing in September and ending in May of the following year. However, academic year in the context of NMMU means the academic year commencing in February and ending in November of the following year. Exchange students, in principle, will conform to the academic year of the Host University.

## I. STUDENTS

### A. Transient Exchange of Students

1. **Parity of Exchange:** Each year during the terms of this Agreement, each institution may send up to two (2) exchange students for a semester or one (1) for a year to be enrolled at the other institution. Both institutions will review the program annually for any imbalance in student numbers. If exchange places are found to be in deficit by more than one year's quota, students will be received as local fee paying students. This will be agreed upon on an annual basis.

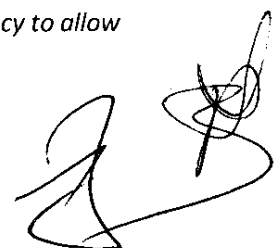
If there are more than two (2) eligible students at any given semester who wish to participate in the program; they may do so as full tuition fee-paying participants and with approval from both institutions. NMMU will accept up to 5 IUAV tuition fee-paying students per semester.

2. **Eligibility:** The sending institution will evaluate the candidacy of prospective exchange / fee-paying students for overall academic ability and (where appropriate) fluency in language. Students must meet the admission requirements of the host institution. The receiving institution reserves the right to make a final decision on a prospective student's eligibility to participate in this exchange program.

a. At IUAV, the language of instruction is Italian and English. NMMU students will however attend courses taught in English. At NMMU instruction is in English (except for foreign language courses).

*The requirement set by NMMU is*

- *TOEFL score of 570 –paper based test (PBT) or 230 on the computer based test (CBT) or*
- *An IELTS 6.0 or level A4 on the ALTE framework or*
- *A certificate from IUAV endorsing the student's English Proficiency to allow*



*for entry to university level qualification.*

- b. To participate, students must have completed at least one year of study at the home institution prior to participation in the exchange, be in good academic and disciplinary standing, and have suitable financial support to study at the host institution, as determined by the host institution.
3. **Tuition and fees:** Exchange students shall pay their tuition fees to the home institution and therefore shall be exempt from paying additional module tuition fees to the host institution. Exchange students to NMMU are expected to pay the Registration Fee and Study Abroad Admin Fee.  
Students will be responsible for paying: other student fees, international travel in the host country, books and other educational supplies, equipment, consumables, hospitalization, health insurance and other incidental expenses arising out of the exchange. Exchange students to NMMU will be expected to have their own South African health insurance coverage as per the South African student visa regulations.
4. **Enrollment:** Exchange students shall be enrolled as full-time students at the host institution for a period not exceeding twelve (12) months with the understanding that the credit hours earned during that period will be transferred back to the home institution and applied to the student's degree program. Transcripts of the results will be provided to the home institution within thirty (30) days of the completion of the exchange course enrollment. Both universities agree that exchange students can take any course at the host university provided that they meet all prerequisites of a particular course and it will be based on course availability at the time of registration.
5. **Housing & Transportation:** Each institution will assist exchange students in finding suitable accommodation. At NMMU all international students are required to live in NMMU accredited accommodation and the university will assist in these placements. The cost of such housing and meals will be paid by the exchange students. Each student will be responsible for his / her own transportation to and from the host institution. Both universities agree to facilitate the arrival and departure of students at the designated arrival / departure time and location.
6. **Expectations of Students:** Exchange students will be required to participate in introductory or orientation courses or programs that may customarily be arranged for international students at the host institution. Exchange students are required to attend all classes and adhere to the rules and regulations of the host institution as well the laws of the host state and country. They will also have the rights and privileges enjoyed by

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other students at the host institution and will be subject to the disciplinary procedures outlined in the receiving institution's student handbook. Violations of the law or serious violations of campus regulations at the receiving institution may result in termination of eligibility to participate in the program and will be dealt with in accordance with the disciplinary procedures of the host university. Exchange students are expected to maintain good academic standing (GPA of 2.5 or better). Students intending one year exchange enrollment, but who fall below this standard at the end of the first semester may be required to return to their home institution.

#### **7. Transfer Students**

Students who wish to transfer from either institution to the other will follow the usual application procedures for transfer students. The normal process for evaluating transfer credits will apply.

### **II. Faculty: Teaching and Research Exchange**

1. NMMU and IUAV agree to exchange faculty and staff based on the needs and interests of both universities. Staff will be selected and recommended and all efforts made to match the faculty with the interests and needs of the host university. Both universities will grant sabbatical benefits to faculty who wish to spend one semester or one academic year at the other university.
2. Exchange faculty teaching at the host university will receive his / her regular salary from the home university only.
3. Both universities will provide visiting faculty with appropriate housing when available.
4. Both universities will agree on the visiting faculty member's professional assignments and conditions prior to his or her departure for the host university.
5. The two institutions will help faculty members to obtain travel grants from outside sources but the home university will ultimately be responsible for the final roundtrip airfare of the participating faculty or staff member.
6. Exchange faculty engaged in teaching and/or research at the host university will be afforded office space, library privileges, access to phone, fax, and email.

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### III. Other Programs

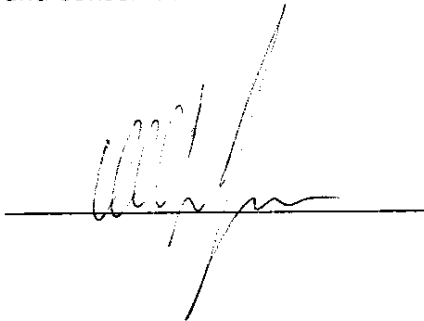
NMMU and IUAV will continue to exert their efforts in seeking and realizing all other possible cultural and educational exchanges consistent with the principles of the institutional relationship and mutually beneficial to the educational goals of the two institutions.

### Duration and Scope of Protocol:

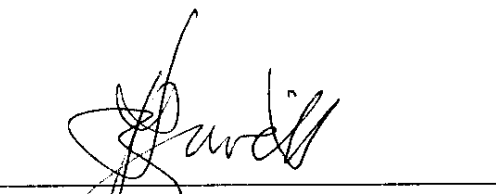
1. Each institution will designate individual(s) to act as liaison officer(s) to facilitate the student, faculty and staff exchanges under the terms of this Agreement.
2. Both institutions may at any time review this Agreement and the actions taken under it and, by mutual agreement, make any necessary modifications to it.
3. The present Agreement and protocol will enter into effect at the date and upon signature by the designated and duly authorized officers of both Institutions and will last for five (5) years.
4. Either Institution may terminate the present Agreement at the end of any academic year by giving at least six (6) months' notice, without prejudice to the exchange programs underway. This agreement may be extended by written agreement of both institutions for a further specified period. If after the second year there has not been reciprocal growth in the relationship, the agreement can be terminated with six (6) months written notice.

DATE: 21<sup>st</sup> April 2016

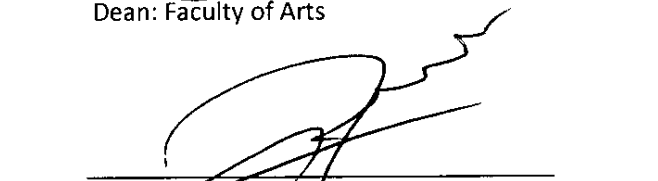
For: The Department of Architecture, Construction  
and Conservation at Università IUAV di Venezia



For: The Department of Architecture at Nelson  
Mandela Metropolitan University



Prof Rose Boswell  
Dean: Faculty of Arts



Dr Nico Jooste  
Senior Director: Office for International Education